

# Peralta Community College District Distance Education Checklist

*This checklist was developed as a tool for PCCD faculty, staff, and administrators to use with any aspect of distance education. It is not intended to serve as a regulatory document. Instead, it was designed to serve as a baseline guide of the parameters for, and best practices in, distance education.*

## Curriculum and Delivery Format

Required instructional hours for this class:
<input type="checkbox"/> 100% online — All aspects of course (orientation, instruction, assignments, testing, etc.) delivered 100% online
<input type="checkbox"/> Hybrid — Course will include online and face-to-face delivery

## Authentication

<input type="checkbox"/> Class is taught within the Peralta Community College District LMS - currently Moodle
<input type="checkbox"/> Instructor uses Peralta email for class and instructor/student communication

## Course Content and Learning Activities

<input type="checkbox"/> Course Outline of Record (COR) used to design and set up course content	
Mode of Content Presentation	Description
<input type="checkbox"/> Instructor created written content	
<input type="checkbox"/> Instructor created video content	
<input type="checkbox"/> Instructor created content (other)	
<input type="checkbox"/> Instructor curated outside/web content	
<input type="checkbox"/> Instructor curated publisher content	
<input type="checkbox"/> Other	
<input type="checkbox"/> Other	
Mode of Student Interaction with Content	Description
<input type="checkbox"/> Read / watch / listen to content	
<input type="checkbox"/> Forums / blogs / Wikis	
<input type="checkbox"/> Chat sessions	
<input type="checkbox"/> Group Projects	
<input type="checkbox"/> Written papers	
<input type="checkbox"/> Internet research	
<input type="checkbox"/> Quizzes, tests, exams	
<input type="checkbox"/> Journal writing	
<input type="checkbox"/> Simulations / exercises	
<input type="checkbox"/> Social Media	
<input type="checkbox"/> Other	
<input type="checkbox"/> Other	
<input type="checkbox"/> Other	

### Student-Instructor Interaction

Activity	Description
<input type="checkbox"/> Announcements	
<input type="checkbox"/> Email / Messaging	
<input type="checkbox"/> Forums / Blogs / Wikis	
<input type="checkbox"/> Video Conferencing	
<input type="checkbox"/> Chat Sessions	
<input type="checkbox"/> Social Media	
<input type="checkbox"/> Response to student work	
<input type="checkbox"/> Other	
<input type="checkbox"/> Other	
<input type="checkbox"/> Other	

### Student-Student Interaction and Community Building

Activity	Description
<input type="checkbox"/> Forums / blogs / Wikis	
<input type="checkbox"/> Group Projects	
<input type="checkbox"/> Group Chat Sessions	
<input type="checkbox"/> Group Video Conferencing	
<input type="checkbox"/> Social Media	
<input type="checkbox"/> Other	
<input type="checkbox"/> Other	
<input type="checkbox"/> Other	

### Accessibility

<input type="checkbox"/> Close-captioning for videos	<input type="checkbox"/> Text descriptions for detailed visuals
<input type="checkbox"/> Transcription for audio	<input type="checkbox"/> Formatting and coding for tables
<input type="checkbox"/> Alt labels for images	<input type="checkbox"/> Other
<input type="checkbox"/> Other	
<input type="checkbox"/> Other	

### Student Support and Success

<input type="checkbox"/> Course Outline of Record (COR), syllabus, and online content are clearly aligned	
<input type="checkbox"/> Online student support services and resources (information & links) are indicated in the syllabus and in the shell	
<input type="checkbox"/> Admissions & Records <input type="checkbox"/> Financial Aid <input type="checkbox"/> Assessment <input type="checkbox"/> Counseling <input type="checkbox"/> Library	<input type="checkbox"/> Tutoring <input type="checkbox"/> Services and resources for students with disabilities <input type="checkbox"/> Other <input type="checkbox"/> Other <input type="checkbox"/> Other